



# STUDENT LEAVE FORM SEMESTER 2 2018

**PLEASE SUBMIT LEAVE FORMS WITHIN 10 DAYS OF YOUR RETURN**

This form must be fully filled out with ONLY one week per form.

PRINT STUDENT NAME: \_\_\_\_\_ ID No: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

1. Please highlight or circle the relevant week with specific date/s to be filled in below.

Week	Dates	Week	Dates	Week	Dates	Week	Dates
1	23 – 27 July	6	27 - 31 Aug	11	15 - 19 Oct	16	19 - 23 Nov
2	30 July – 3 Aug	7	3 - 7 Sept	12	22 - 26 Oct	17	26 - 30 Nov
3	6 - 10 Aug	8	10 - 14 Sept	13	29 Oct – 2 Nov	18	3 - 7 Dec
4	13 - 17 Aug	9	17 - 21 Sept	14	5 - 9 Nov	19	10 - 14 Dec
5	20 - 24 Aug	10	24 - 28 Sept	15	12 - 16 Nov	20	17 - 21 Dec

2. Fill in the names of the CLASSES you have missed. Include the TEACHERS NAME.

Time	Date:	Time	Date:	Date:	Date:	Date:
	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:30 60m	3	08:30 60m	4	6	5	1
09:30 45m	2	09:30 60m	4	6	5	1
10:15	Break 20 mins	10:30 Break 20 mins				
10:35 60m	4					
11:35 11:50	LinC					
11:50 45m	7	11:50 45m	5	1	4	6
12:35	Break 55 mins					
13:30 60m	5	13:30 60m	7	3	8 Teacher PL (1.30-2.30)	2
14:30 60m	1	14:30 60m	7	3	8	2
15:30		15:30				

3. Medical certificate attached (Yes or No)

4. Reason(s) for absence **MUST INCLUDE DATES**

**DATES:**

**REASON(S):**

5.a) PARENT / GUARDIAN AUTHORISATION

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

5.b) STUDENT SIGNATURE

Sign: \_\_\_\_\_

6. COLLEGE LIFE AUTHORISATION: Sign: \_\_\_\_\_

Print: \_\_\_\_\_

(ONLY required if absence reason is disputed or Parent / Guardian not available)



## ATTENDANCE PROCEDURES

To ensure your attendance profile is accurate, any absence from college requires either a notification from parent/carers via email to [TUGC\\_Absences@ed.act.edu.au](mailto:TUGC_Absences@ed.act.edu.au) OR submission of a hard copy Leave Form.

**All absences from college should comply with BSSS Policies.**

1. Students are required to attend a minimum of 90% (6 unexplained absences in a semester unit and 3 unexplained absences in a term or Q unit) of the scheduled classes in a unit in order to be assessed. Students who are absent for more than 10% of the lessons without providing adequate **documentary evidence risk a V Grade** for that unit.
2. Classroom Teachers will update your class attendance record each lesson of each day using Appsence.
3. After every absence it is the student's responsibility to provide a reason for non-attendance. This can be done by parents/carers using Appsence; or via this leave form. Leave Forms should be provided to College Life Admin office.
4. If you are away for a prolonged period of time (a week or more) you must contact your College Life Coordinator and provide them with the dates. Your parent/carer may be contacted for confirmation.
5. The college will monitor all notes provided, including verification of signatures. Approved leave will then be entered into Appsence (and your official record). Notes will be retained as per legislated requirements of schools.
6. If the college disputes your reason for leave because it fails to meet BSSS policies, the form will be returned to you. At this point, you need to make an appointment with the SLC College Life.
7. **A medical certificate is required to explain absences during exam or assessment periods and for extended periods of sickness past three days.**
8. It is the student's responsibility to catch up on missed work when absent from class.
9. Students who know that they need to take extended leave from college should make an appointment with the SLC College Life **beforehand**, for approval. Approval will be given based on a student's previous attendance, the nature of the leave and impact on the college program. An Extended Leave Form is given to the student and class teachers will be asked to comment on the intended leave and to set work to be completed while the student is on leave.
10. **Students are expected to submit all assessment items and attend all classes, whilst participating in a positive 'on-task' manner, seeking support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtimes) may form part of class work.**
11. Students who are **independent, 18 or over or do not live at home** must bring leave forms to College Admin. This also alerts College Life to provide any additional support if required.

ADEQUATE REASONS	INADEQUATE REASONS
<b>Sickness / Illness</b> (attach a medical certificate for prolonged periods of sickness)	<b>Missed the bus</b> (One time, but not repeatedly. Solve the problem.)
<b>Family bereavement</b>	<b>Driving lesson</b> (Schedule for a time when you are free)
<b>Family wedding</b>	<b>Slept through the alarm clock</b> (One time, but not repeatedly. Solve the problem)
<b>Carer's leave</b>	<b>Had a hairdresser's appointment</b> (Schedule for a time when you are free)

Record key for absences are:

<b>A</b>	Absent <b>without</b> approval	<b>P</b>	Partial attendance
<b>L</b>	Absent <b>with</b> approval	<b>Z</b>	Suspended
<b>S</b>	Sick / Illness	<b>W</b>	Work experience
<b>C</b>	Cancelled class	<b>I</b>	Alternate sanctioned program
<b>E</b>	Excursion	<b>F</b>	Absence notified but no written note submitted yet.